

CONSTITUTION FOR THE OXFORD HARMONY CLUB

(20/09/2023)

1. NAME

The name of the club shall be the Oxford Harmony Club.

The name of the chorus shall be Oxford Harmony

2. AIMS AND OBJECTIVES

The objects of the Club shall be:

a. To advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals;

b. To further such charitable purpose or purposes as the trustees in their absolute discretion shall think fit but in particular through the making of grants and donations.

3. MEMBERSHIP

Membership of the Club shall be open to any person interested in furthering the objects of the Club, and who has paid the annual subscription at the appropriate rate or rates as shall be determined by the Committee, all subscriptions being paid in advance.

Every member shall have one vote

The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned, if a member of the Committee and (ii) any member of the Committee is making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made

4. EXECUTIVE COMMITTEE

The management of the Club shall be in the hands of an Executive Committee consisting of Chairman, Secretary, Treasurer, and other roles created by the committee for the smooth running of the club. The members of the Executive Committee are the Charity Trustees.

5. MANAGEMENT

All the arrangements for concerts and other events and the control of finance shall be in the hands of the Executive Committee

6. POWERS

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the following powers:

- i) power to raise funds and to invite contributions providing that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- ii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of similar charitable purposes and to exchange information and advice with them;
- iii) power to support any charitable trusts, associations or institutions formed for all or any of the objects;

- iv) power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- v) power to do all such other lawful things as are necessary for the achievement of the objects.

7. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- i) The Executive Committee shall hold at least 4 ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any 2 members of the Executive Committee, upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
- ii) The Chairman shall act as chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted
- iii) There shall be a quorum when at least 3 members of the Executive Committee are present at the meeting.
- iv) Every matter shall be determined by a majority of the votes of the members of the Executive Committee present and voting on the question, but in the case of the equality of votes, the chairman of the meeting shall have a second or "casting" vote.
- v) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub committee, and shall ensure these are stored safely, and are available for inspection as required.
- vi) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- vii) The Executive Committee may appoint one or more sub committees, consisting of 3 or more members of the committee for the purpose of making an enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub committee: provided that all acts and proceedings of any such sub committee shall be fully and promptly reported to the Executive Committee.

8. EQUAL OPPORTUNITIES

No individual shall be excluded from membership of the Club or de-barred from any official capacity on the Executive Committee on the grounds of race, colour, age, religion, sexual orientation, disability or political affiliation.

9. FINANCE

- i) The financial year shall end on 30th June.
- ii) A banking account shall be opened in the name of the Club and payments shall be approved by any two of the Chairman, Treasurer or Secretary.
- iii) The Club may receive donations, grants in aid and financial guarantees. Tickets for any of its concerts and other events may be offered for sale to the public.

- iv) The income and property of the Club whence-so-ever derived shall be applied solely towards promoting the objects of the Club as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Club except in payment of legitimate expenses incurred on behalf of the Club.

10. ANNUAL GENERAL MEETING

Between 1st July and 31st October members shall be summoned to an Annual General Meeting of which at least 21 days' notice in writing (which includes transmission by electronic means) shall be given to all members.

The Executive Committee shall present to each AGM the report and accounts of the Club for the preceding year.

Nominations for election to the Executive Committee must be made by members of the Club in writing and must be in the hands of the Secretary of the Executive Committee 14 days before the AGM. If insufficient nominations have been received within the deadline, nominations may be made from the floor. Should nominations exceed vacancies, an election shall be held.

11. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting, of which at least 21 days' notice in writing (which includes transmission by electronic means) must be given to members, may be called for by the Executive Committee or upon written request to the Secretary signed by at least 10 members of the Club. The notice must state the business to be discussed.

12. PROCEDURE AT GENERAL MEETINGS

The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Club

There shall be a quorum when at least 10% of the members of the Club at the time or 10 members, whichever is the greater, are present at any general meeting.

13. ACCOUNTS

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Executive Committee and then submitted to the members at the Annual General Meeting.

14. ALTERATIONS TO THE CONSTITUTION

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that 14 days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Club ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9 iv (distribution of assets), or clause 15 (dissolution), without the prior written consent of the Charity Commission.

The Executive Committee shall send the Charity Commission a copy of any amendment made under this clause.

15. DISSOLUTION

The Club may be dissolved on a three-quarters majority vote of the members present at an Extraordinary General Meeting called for that purpose.

In the event of the Club being wound up, any assets remaining upon dissolution, after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Club.

16. CHILD PROTECTION POLICY

The Club shall have a child protection policy.